

## TERMS OF REFERENCE/ JOB DESCRIPTION

**Ministry/Entity: Ministry of Finance and Public Service**

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<b>JOB TITLE: ASSISTANT PROCUREMENT SPECIALIST</b>
DEPARTMENT: Ministry of Finance and Public Service, Strategic Public Sector Transformation Project
REPORTS TO: <b>PROCUREMENT SPECIALIST (LEAD)</b>
ACCOUNTABLE TO: Procurement Specialist (Lead), Strategic Public Sector Transformation Project.
MANAGES: N/A

### **STRATEGIC OBJECTIVES OF THE PROJECT (IN WHICH THE POSITION IS LOCATED)**

#### **Project Objectives**

The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth.

#### **Components**

The program is structured in six components, briefly described in the following paragraphs. A full description of the components is found in the Project Appraisal Document. The specific project goals, performance indicators and means of verification are described in the Results Matrix presented in Annex 1 of this manual.

#### **Component I. Strengthening the Public Investment Management System (PIMS)**

The objective of this component is for the PSIP to incorporate public investment projects with estimated five-year operating and maintenance costs fully linked to long term development goals and medium-term priority areas.

This component will support the GOJ reform efforts through the following activities: (i) migration of the current web-based database to a robust platform to manage all information about public investment across the project cycle and linked to the budgeting and financial systems of the country (expected to be compiled into IFMIS); (ii) design and implementation of a public investment management training program for public sector; (iii) reviewing legislation and carrying out dissemination activities to integrate the PIMS with the administrative systems (including procurement and human resources); (iv) strengthening monitoring through Citizens Participation; (v) designing a fund for the funding of pre-investment financial and economic analysis and post-investment evaluations of the public investments; and (vi) provision of technical assistance for the implementation of the Public Financial Management Action Plan.

#### **Component II. Strengthening the Budget Preparation Process and Results Based Budgeting (RBB)**

The objective of this component is to link budgeting with government policy priorities through a gradual transition from annual expenditure planning to a medium-term results-based expenditure framework. effectiveness, and can be updated if needed at a later stage. This proposed process will be submitted to the Bank for its no objection.

### **Component III. Adaptive Public Sector Approaches to Promote Fiscal Sustainability**

This component will support measures to institutionalize the process of behavioral change to support new policy processes and provide just-in-Time Technical Assistance (TA) to take into account ad hoc needs of the government and to effectively take advantage of opportunities of intervention when they arise, enabling to bridge policy and implementation gaps revealed in the course of project implementation.

### **Component IV. Strengthening Property Tax Compliance and Administration.**

This component will support the Government in improving the Property Tax compliance and updating the fiscal cadastre.

### **Component V. Fostering Industrial Growth and Trade Facilitation**

The main objective of this thematic area is the development and implementation of an integrated border clearance process through an National Single Window mechanism in which Customs and the participating border agencies will eliminate sequential interventions/inspections and either conduct joint inspections or delegate discrete primary functions to Customs.

### **Component VI. Project Management**

This component will ensure adequate Project management is in place for the implementation of the Project. The activities under this component will include: (i) carry out Project audits; (ii) comply with the financial management and procurement obligations under the Project; (iii) monitor and evaluate Project activities; (iv) provide training, and the acquisition of goods required thereof and finance Operating Costs.

### **Executing Agency and Beneficiary**

The executing agency will be the Ministry of Finance and Planning (MOFP), and it will also be the main beneficiary of many of the activities proposed by this IPF. The Project Implementation Unit (PIU) that will be established within the MOF will be responsible for implementing the project. Institutional arrangements have been designed and an implementation support plan will be in place to ensure that if capacity problems arise, these will be addressed promptly. MOFP will coordinate activities across other beneficiaries of the Project which are mainly executive agencies and divisions spread across Ministries. The project will support activities across selected service delivery ministries, departments, and agencies (MDAs), particularly for components I, II and III with significant coordination efforts that will be contributed by the Public Expenditure Division in MOFP and the Planning Institute of Jamaica (PIOJ). The Tax Administration of Jamaica reporting to MOFP and possibly together with inter-alia but not limited to National Land Agency (NLA) which reports to Ministry of Water, Land, Environment and Climate Change as well as the local governments will be the key actors under component IV in the effort to improve the property tax administration. The two key entities reporting to the

MOFP that will be the key actors for the second thematic area on industrial growth and trade facilitation covered by Component V are Jamaica Customs Agency, the Bureau of Standards of Jamaica as well as other border agencies that may eventually also be supported by the project.

### **JOB PURPOSE:**

Under Component 6, the Assistant Procurement Specialist shall assist in the implementation of all procurement related activities of the Project . This includes assisting in ensuring that project activities are implemented in accordance with the World Bank and Government of Jamaica Procurement guidelines, Project Documents and Agreements and Operation Manuals. The Assistant Procurement Specialist shall ensure the timely delivery of goods and services to the MOFP and implementing agencies by supporting the development and maintenance of an effective monitoring, administrative and reporting procurement environment that facilitates and contributes to the achievement of the Project's goals and objectives.

### **KEY OUTPUTS:**

**The Officer will be required to deliver:**

1. Monthly reports
2. Quarterly updated procurement plan
3. Monthly updated list of contracts for Goods and Consultants.
4. Records/files maintained and secured
5. Signed Contracts

### **KEY RESPONSIBILITY AREAS:**

#### **Technical /Professional Responsibilities**

1. Conduct general procurement activities for the Project including those of the implementing agencies.
2. Monitor, in consultation with the Lead Procurement Specialist, procurement processes to ensure conformity with GOJ and the relevant funding agency regulations.
3. Assist with the preparation of advertisements and procurement notices and arrange to have these published both locally and internationally.
4. Assist with the preparation of RFP, RFQ, minutes of bid/proposal conferences, and negotiation meetings; issuing of bidding documents, issuing of request for clarification.
5. Organize and coordinate bid opening and bid evaluation processes through the preparation of bid opening documents and minutes, and the preparation of evaluation reports and proposals to the Procurement and or Sector Committees.

6. Assist in the preparation of all purchase orders and contracts for the provision of goods, and services.
7. Monitor contract end dates and assist in the resolution of any implementation bottlenecks for component related contracts.
8. Assist by ensuring that all items procured are delivered to named point(s) of destination.
9. Liaise with selected suppliers and project stakeholders to ensure timely delivery of goods and services to end-users and payments to suppliers, in accordance with the terms of the contracts.
10. Follow up on decisions made by the Lead Procurement Specialist and the Procurement Committee as directed to ensure implementation and follow-through. Attend Procurement and Sector Committee meetings as directed.
11. Prepare responses to correspondence on behalf of the Lead Procurement Specialist where appropriate
12. Assist in coordinating procurement training to Implementing Agencies.
13. Assist with the preparation and updating of the Project Procurement Plans.
14. Organize and maintain the procurement files.
15. Assist in monitoring compliance with the Time Table of Procurement actions.
16. Assist with the uploading of information on the World Bank platform - STEP
17. Support the implementation of the PPSD by updating and adding new activities.

### **Management/Administrative Responsibilities**

1. Prepare monthly report on the status of all ongoing procurement transactions
2. Maintain a proper information management system for all Procurement documents and records.
3. Ensure Office is outfitted with stationary and office supplies.

### **Other Responsibilities**

Performs other related functions assigned from time to time by the Lead Procurement Specialist.

### **AUTHORITY OF THE POSITION (EXAMPLES OF DECISIONS TAKEN AND DECISIONS REFERRED TO SUPERVISOR):**

- To access confidential information
- To generate Purchase Orders
- Preparation of contracts

**RESOURCES/BUDGET/ASSETS FOR WHICH THE POSITION IS RESPONSIBLE:**

NA.

**PERFORMANCE STANDARDS:**

1. A high level of professionalism, integrity, diplomacy and initiative is consistently demonstrated
2. Procurement activities are implemented within agreed timeframes to required standards.
3. Procurement activities are done in accordance with the standards and guidelines of the IBRD and GOJ.
4. Improved/efficient procurement/information management system

**INTERNAL AND EXTERNAL CONTACTS (SPECIFY PURPOSE OF SIGNIFICANT CONTACTS):**

**Within the MOFP**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
All Divisions	Collaborate on procurement issues
Finance Unit	Collaborate on payment to suppliers

**Contacts external to the organisation required for the achievement of the position objectives**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Suppliers	Resolve queries
International Development Partners	Organise meetings/mission visits, Seek approvals
Implementation Agencies	Monitor and Update them on work plan activities

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Exposure to highly confidential information
- May be required to work beyond normal working hours in order to meet deadlines

**REQUIRED COMPETENCIES (CORE AND TECHNICAL TO BE SPECIFIED):**

The successful candidate will have:

- Proficiency in Microsoft Applications including EXCEL and WORD

- Excellent ability to communicate clearly, accurately and concisely, both verbally and in writing
- Strong attention to detail and thoroughness in work product
- Ability to multitask
- Ability to work in a team and independently with minimal supervision
- Fast learning, resourceful, and excellent computer skills.
- Ability to work with tight deadlines and deliver exceptional results.
- Knowledge of the GOJ and IBRD procurement rules

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

- First Degree in the Social Sciences with a major in Management Studies, Business Administration or its equivalent.
- Three years work experience including working with projects funded by international agencies.
- Knowledge of Government of Jamaica and International Funding Institutions (particularly the World Bank ) procurement procedures.

**SPECIFY LICENSING OR CERTIFICATION NECESSARY FOR THE JOB**

No specific licensing or certification is necessary for the job.